

Executive Committee Meeting
March 13, 2006

Attendees: Rieda Abrams, Elizabeth Sollis, Jeff Rose, Amy Schouten, Terry Twitchell, Kathryn Anderson, PattiJean Sanchez

Excused: Diann Andreason, Martin Roundy, Kathy Tollett

- ◇ Reviewed the minutes from January meeting. No changes.
- ◇ Budget - Discussed budget and need to raise money. We will be using the September Day Camp and the December Session as fund raisers. There may be a problem with Risk Management handling the budget due to changes in Accounting staff. Jeff will check in to it and report back. ***Jeff checked with Risk Finance and they are willing to keep the budget for this year and next year. After that it should follow with the new president.*** They are also currently maintaining the video library.
- ◇ Calendar - Training through July is on track. Amy is to get with Rieda and prepare the Power Point training for June. The August training will be Rewards and Recognitions. Focus will be on how to reward and recognize trainees on a limited budget and will be planned by Terry, Jeff, and Jenny. The October training is on facilitation; we discussed possible presenters. Liz thinks she may have contacted someone already and will let us know. If not, Terry has some one that might be able to do it. Terry and Amy will work on Humor in the workplace for December. The Trainers Day Camp in September was discussed and details are below.
- ◇ September Trainer's Day Camp - Jeff will find us a location for the day. Day will begin 8:30-9:00 for registration and mixer. Draft of the agenda is attached. We also discussed possible workshops. Amy sent out a email to all UTC members on Friday requesting their input. So far there has not been any response. Suggestions from the committee so far: Training Standards (JJ), Personality profiles (Kolb, color coding, etc.) , Creating Visual Aids (Martin), Fair Use- Copyright Issues (Mark Burns, AAG), Review Strategies, Dealing w/ stress (Healthy U), Communication (DWS).

In looking at a couple of Trainer Day Camps that have been offered in the last 2 years, here are some of the courses they offered: Team building, motivation, overcoming resistance, dealing with difficult participants, WOW effect (engaging participants), openers and closers, Power Point, Finding Energy, Plan B on the fly.

- ◇ Utah Training Connection- Discussed using this tool to register for training until we can add a database to our web site. Jeff and Amy will be trained on March 15 on the system and how to set up training. Concerns were mentioned: flexibility to change, information available, ability to access. Amy will discuss these with Jenny Wakefield.

Assignments:

1. Each of you please send me 3 of your top requests for workshops and if you have ideas on presenters, include those. Keep in mind that we are charging for this day and the bang needs to be worth the buck. I need the input back by April 15th.
2. We are also looking for places to hold the activity, so see what you can come up with on that score.

Thanks for all your help!